

26 March 1952

TO: Assistant Director,
Office of Collection and Dissemination

FROM: [REDACTED]
Organization and Methods Examiner

SUBJECT: Report on Office of the Comptroller,
Area Top Secret Control Office

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1. PROBLEM: Review of the operating methods of the Areas TSCO and Sub-Stations, Office of the Comptroller, for the purpose of insuring compliance with basic Agency regulations and establishing uniform operating methods throughout CIA.

2. INCLUSIVE SURVEY DATES: 20 March 1952,
25 March 1952

a. Area Top Secret Control Officer:

b. Finance Sub-Station TSCO:
Alternate Top Secret Control Offi

3. FACTS BEARING ON THE PROBLEM:

a. Obvious Departures from Basic Agency System:

(1) Area TSCO does not have an alternate to serve in her absence. A new employee is being trained and will be designated as alternate in the immediate future. The examiner stressed the importance of appointing and indoctrinating an alternate promptly.

(2) Finance Sub-Station receives Top Secret material through the regular mail system, double-wrapped but not designated "Via Officer Courier". Most of this material is received from the Area TSCO.

b. Security Hazards:

(1) Transmission of Top Secret documents other than by Officer Courier.

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(2) Finance Sub-Station prepares single copy of document receipt and has no follow-up system to insure return of signed receipts. The examiner's suggestion that the receipt be prepared in duplicate and suspense file maintained was accepted.

c. Unique Problems:

(1) Finance Sub-Station controls the issuance of a monthly Finance Report which is written in three parts. The total report, consisting of three segments, is assigned a Finance 5-digit control number and is disseminated to three members of Finance Division. The three segments are assigned the same control number followed by symbols, i.e., (Number) - a. to the Comptroller, (Number) - b. to the Office of Policy Coordination, and (Number) - c. to the Office of Special Operations.

d. General Problems:

(1) The problem of multiple numbers on actions by various Areas on one project, which has been discussed in previous reports, is also prevalent in the above Office.

(2) Finance Sub-Station has requested instructions as to the availability of destruction facilities in the vicinity of "I" Building to obviate the necessity for hand-carrying documents to M Building for destruction.

(3) Finance Sub-Station has encountered difficulty in finding sufficient space on log sheets for entry of internal distribution. Inasmuch as the weekly volume of documents is small, the examiner suggested use of a second line of the log form to enter internal distribution and obtain signature of recipients.

4. CONCLUSIONS:

The examiner received the utmost cooperation and courtesy, and suggestions for improvement were sought and welcomed. The problems found were either of a minor nature or problems that are found Agency-wide, for which solutions have been proposed previously.

5. ACTION RECOMMENDED:

a. It is suggested that Central Top Secret Control Office should follow-up with the Area TSCO if designation of an alternate TSCO has not been received by 8 April 1952.

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b. Area TSCO should be instructed to transmit Top Secret material via Officer Courier only. In this connection, the examiner has found that several offices are not informed as to the officer courier schedule. Accordingly, it is suggested that a directive should be issued stating the schedule and establishing the procedure for obtaining emergency courier service.

c. The examiner recommends that a directive should be issued to all Areas and Sub-Stations regarding facilities available for destruction of Top Secret material.

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Organization and Methods Examiner

CONCURRENCES:

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CIA Top Secret Control Officer

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